



FROM THE DIRECTOR
U.S. CENSUS BUREAU

The Census Bureau is conducting the 2000 Boundary and Annexation Survey (BAS) to update the information about the legal boundaries, names, governmental status, and types of municipalities in the United States. This voluntary survey is your opportunity to ensure that we have the correct boundary and name for your government when we present the data from Census 2000.

It is important that you report only changes that take effect on or before January 1, 2000. Census 2000 will use the boundaries that are legally in effect on January 1, 2000.

We do not have a map showing the legal boundary of your municipality. Please send us a map showing the official boundary as it existed at the time of incorporation and, if different, the boundary as it existed on January 1, 2000. On the enclosed Form BAS-4, please also show the legal date of incorporation and provide an estimate of the area (square miles or acres) and the number of housing units in the municipality at the time of incorporation. Please also list the date and type of legal action associated with each subsequent boundary change through January 1, 2000. Then attach the enclosed signed statement to the map and fill in the requested information.

Please return both the signed map(s) and the completed form within 15 days after you receive this letter. We are enclosing a return envelope and label for your convenience.

We estimate that it will take most respondents from 1 to 4 hours to complete this survey, with 3 hours being the average time. This includes time you will need to read the instruction, assemble materials, organize and review the information, update the map(s) and maintain and report the information on the BAS forms. If you have comments regarding these estimates or any other aspect of this survey, send them to: Associate Director for Finance and Administration, Paperwork Reduction Project 0607-0151, Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233-1500. This voluntary survey is authorized by Title 13, United States Code.

If you need help with this request, please write or telephone our staff at the address or telephone number shown below. The Census Bureau is grateful to you for your help.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth Prewitt". The signature is fluid and cursive, with the first name "Kenneth" written in a larger, more prominent script than the last name "Prewitt".

Kenneth Prewitt

Enclosures

For further information,
please write or telephone



Bureau of the Census
ATTN: Geography Branch
1201 East 10th Street
Jeffersonville, IN 47132-0001

TELEPHONE: 1-800-972-5651